

BROWN –VS- BOARD OF EDUCATION NHS

Employee's Name: _____ Time & Date of Call: _____

GROUP INFORMATION

Group Name: _____ Date of Arrival: _____

Mailing address: _____

Point of Contact: _____

E-mail address: _____

Telephone number: _____ Fax number: _____

Name of caller: _____

Group Size: _____ Group Ages: _____ Number of Vehicles: _____

What time do you expect to arrive/depart (*Estimate*): _____

Comments: _____

If available, are you requesting a Park Ranger or Park Guide program? _____

Do you have any special needs? : _____

"Due to some of the material displayed (The Hall of Courage), the National Park Service wants to inform you that children under 12 years of age not recommended to go through this particular display."

EXPERIENCE YOUR AMERICA

The National Park Service cares for special places saved by the American people so that all may experience our heritage.

gad
5/5/04

☐ Confirmation Letter Sent
☐ Date Sent _____

Example Letter

YOUR GROUP LETTERHEAD

Group Coordinator
Brown v. Board of Ed. NHS
1515 SE Monroe St.
Topeka, KS. 66612-1143

Dear Coordinator:

Your Group requests a visit to Brown v. Board of Ed. NHS

Date & Time of Visit:	Friday, April 30, 2004
Purpose of Visit:	Please state the reason for visiting Brown v. Board of Education NHS.
Adults 17 or older:	6
Students 16 and under:	26
Number of Buses:	2
Other vehicles:	1
Group leader:	Laura Smith, Title
Organization:	Tour Inc.
Group address & phone #/fax#	Park Oaks Group Inc. P.O. Box 222 Topeka, KS, 66612 (555)123-5555 Fax: (555)123-5551

Sincerely,
Laura Smith
(Teacher name and Signature Must be signed to be valid)

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